



Supplier's Guide to Invoicing

The following Items are **required on your Invoice** to avoid delayed payments

1. You must have a **Valid** Purchase Order Number referenced on the Invoice. GE has a **NO PO NO PAY** policy and your invoice will be rejected without a valid PO.
2. No Statements, or Summaries, Only **Original** legible Invoices will be processed.
3. Only **One Purchase Order per Invoice**. Each Purchase order **MUST** be invoiced separately.
4. PO Line Number / Release Number must be clearly stated on the Invoice, in the **exact format** as on the PO. (Example: Line 10 on PO cannot be submitted as line 010 on invoice)
5. Part Number/or Description of services as detailed on the Purchase Order. Must be in the exact format as on the PO. **DO NOT "Mix" PO lines and part numbers.**
6. Quantity and Unit of Measure must be clearly stated on the invoice. Invoice Quantity **CAN NOT** be greater than the PO Quantity for EACH PO Line. **DO NOT "Mix"** Quantity and Unit of Measure.
7. Price (and VAT if applicable). Price **CAN NOT** be greater than the PO Price for EACH Line/Item on the PO. **DO NOT "Mix"** Quantity and Price.
8. Currency **Must match** the currency on the Purchase Order.
9. **DO NOT** Issue invoices prior to goods or services being delivered or performed. **Do Not** Pre-Date, Post Date Invoices. Please contact the buyer on your PO with any receiving questions.
10. Remit to address and bank details. Please include complete mailing address and complete banking details. Please note that the Remit Address and banking details **Must match** the banking details provided to GE during your supplier setup. Please contact the buyer on the PO if you have questions or to make changes in your setup.
11. GE Entity Name, Bill To Address and Tax ID/VAT registration # **must be exactly** as stated on the face of the Purchase Order.
12. Supplier Entity Name, Address and Tax ID must be exactly as stated on the PO. Please contact your buyer if you have different Pay and Purchase sites to assure correct supplier setup.
13. Please contact the buyer on the PO if you have any questions regarding Invoice requirements **PRIOR** to submitting invoices to avoid unnecessary delays in payment.

Invoice Example

XXXXXXX

ANY VENDOR CO ANY STREET ANY TOWN ZIP/POST CODE			INVOICE		
INV NUMBER	12345S	INTERNAL CONTACT	Accts Department		
INV DATE	19-Dec-13	TELEPHONE	(888) 123-4567		
PO #		EMAIL	accts@anyco.com		
BILL TO: SEE INFORMATION ON YOUR PURCHASE ORDER OR CONTACT LOCAL BUYER GE REQUESTOR: Thomas Edison		DELIVER TO: GE P/O DELIVERY ADDRESS		REMIT TO: ANY VENDOR CO PO BOX 123 ANYTOWN ZIP/POST CODE	
ORDER LINE NO	DESCRIPTION - LINE - SHIPMENT NO	QTY	UNIT PRICE	TAX	EXT PRICE
505XXXXXXX	Total man hours	11			
505XXXXXXX	Total labour hours LINE XX SHIP XX		\$40.00	Y	\$440.00
505XXXXXXX	Total expenses LINE XX SHIP XX		\$300.00	Y	\$300.00
505XXXXXXX	Misc Expenses LINE XX SHIP XX		\$625.00	Y	\$625.00
				SUB TOTAL	\$1,365.00
				VAT	\$238.88
				TOTAL	\$1,603.88
PAYMENT TERMS #/O PAYMENT TERMS INVOICE CURRENCY #/O CURRENCY VENDOR BANK ACCOUNT DETAILS FOR PAYMENT: VENDOR VAT REGISTRATION NUMBER:					